

CLASS TITLE: SENIOR ASSISTANT CITY ATTORNEY – POLICE LEGAL ADVISOR

PURPOSE OF THE CLASSIFICATION: Under general direction of the City Attorney or designee is responsible for difficult legal work and performs other related assigned duties. Position is part of the Litigation Division specifically assigned to Tulsa Police Department to act as a legal advisor to the Police Department, and handles other litigation as assigned.

ESSENTIAL TASKS:

- Responds to Police Department personnel questions related to criminal procedure, administrative legal issues or police records and interprets and advises such personnel on constitutional or statutory matters
- Tries cases in state and federal court, as well as other litigation-related matters as assigned, such as expungements, motions to quash subpoenas, property forfeiture hearings and federal garnishments
- Drafts pleadings and legal briefs and other matters as assigned by the City Attorney or designee, including research relating to civil rights cases involving Tulsa Police Department and/or individual officers and assists officers with requests for legal representation
- Prepares ordinances, charter amendments and resolutions relating to issues involving the Police Department or as requested by the City Attorney or Deputy City Attorney
- Provides verbal and written legal guidance relating to legal issues involving the Police Department or as requested by the City Attorney or Deputy City Attorney
- Conducts legal review of Open Records requests
- Answers the public's inquiries and internal inquiries
- Drafts and/or reviews legal documents including, contracts, bid forms, MOUs and grant applications
- Provides litigation support and assists Litigation or Criminal Divisions in the disposition of cases
- Acts as liaison between Police Department and Legal Departments on legal issues, including personnel matters, open records, discovery and policy administration
- Advises Police Department on matters including administrative procedures for investigation and tort claim responses
- Keeps abreast of proposed state and federal legislation affecting City government, specifically the Police Department
- Prepare materials and provides training to members of the Police Department, which may include classroom training for academy classes, in-service training, roll call training and preparation of materials and training on new legislation or legal issues, including posting case briefs on department intranet.
- May be assigned to attend and provide legal assistance to City committees, such as the Deadly Force Review Board, Prisoner Medical Review Board and Drug House Abatement Committee
- Must be available both during regular work hours and after hours to respond to questions from police officers on duty and/or respond in the field to incidents where legal advice or guidance are needed, such as for Special Operations Team, or where there is a use of deadly force or serious accident involving the Police Department, or at protests to respond to questions relating to constitutional rights
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited school of law and four (4) years of experience in the practice of law, including four (4) years of trial practice. Minimum of two (2) years experience as a prosecutor or defense attorney handling criminal felonies or as a trial attorney handling civil rights cases involving police officers preferred

Knowledge, Abilities and Skills: Considerable knowledge of municipal, state, federal, and common law, especially as it relates to the United States Constitution and the Fourth and Fifth Amendments thereto; considerable knowledge of statute law and court decisions affecting municipal government and police departments; considerable knowledge of electronic and non-electronic methods of legal research; considerable knowledge of judicial procedures and rules of discovery, civil and criminal procedure and

evidence; and considerable knowledge of the City charter and ordinances, of Oklahoma constitutional and statutory law and of the United States Constitution and Code provisions. Ability to prepare and try a variety of cases in court; ability to research and write legal documents and to research, analyze and give sound legal opinions, both written and verbal; ability to weigh evidence and to interpret and apply laws and precedents; ability to work collaboratively and independently; ability to distinguish between legal, management and policy decisions; ability to maintain perspective and legal objectivity for the City as the client while assigned to another department; ability to write clearly and concisely; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds, occasional pulling up to 20 pounds; and may be subject to sitting for extended periods of time, standing, bending, reaching and walking; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid license to practice law in the State of Oklahoma or the ability to obtain an Oklahoma license within 6 months of employment and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations within and outside the City of Tulsa to conduct investigations or to argue appeals; and subject to additional working hours above forty-hour work week.

Class Code: 2052

EEO Code: E-02

Pay Code: CA-04

Group: Cultural, Legal, and Science

Series: Legal

Effective date: October 28, 2019